



CYNTHIA D. BANKS  
Interim Director

---

COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY

---

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE B. BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

*"To Enrich Lives Through Effective And Caring Service"*

April 19, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**REDIRECTION AND ALLOCATION OF PREVIOUSLY APPROVED 2004-05  
WORKFORCE INVESTMENT ACT (WIA) RAPID RESPONSE (RR) FUNDS TO  
THE REGIONAL WORKFORCE GROUPS  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the redirection and allocation of your Board's previously approved FY 2004-05 Rapid Response funds in the amount of \$1,457,827, of which \$639,874 will be allocated to the agencies listed in Attachment A in accordance with the Regional Workforce Group (RWG) agreement to provide services to employers and their impacted employees affected by downsizings or layoffs including assessing layoff aversions strategies and orientations about re-employment services available. These RWGs have entered into a WIA Regional Workforce Group Agreement with the County for the administration of the WIA Program in Los Angeles County. The remaining \$817,953 will cover costs already incurred by CSS and those remaining through June 30, 2005 for its direct program activities and administration.
2. Authorize the Interim Director of Community and Senior Services (CSS), or designee, to execute amendments to the 2004-05 Subgrant Agreements, in substantially similar form to Attachment B, with the four RWGs listed and for the amounts set forth in Attachment A to provide Rapid Response required and allowable services, effective from the date of Board approval through June 30, 2005.
3. Authorize the Interim Director of CSS, or designee, to adjust subgrant agreements up or down by 25% based on contractor performance and availability of funding provided that: (a) the amount does not exceed 25%

of the original contract amount; (b) approval of County Counsel and the CAO is obtained prior to any such amendment, and (c) the Interim Director of CSS confirms in writing to the Board of Supervisors and the CAO within 30 days after execution, that such amendments have been executed.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

On June 29, 2004, your Board previously accepted a total FY2004-05 Rapid Response allocation of \$1,457,827 which consisted of CSS conducting all administrative and direct program services activities. Because the new State regulations require that Rapid Response activities be linked to agencies providing direct WIA services, the \$1,457,827 in Rapid Response funds require a re-allocation of funds.

As the State subgrantee for Rapid Response Program for the County of Los Angeles, CSS, and in conformance with State regulations, has administered and provided direct services under the Rapid Response program for the last decade. In October 2004, changes in the State Rapid Response regulations resulted in greater emphasis being placed on linking Rapid Response activities with agencies providing direct WIA services. This late change and action by the State necessitated that CSS and the Workforce Investment Board (WIB) consider the redirection and allocation of funds to the Regional Workforce Groups.

As a result, on January 25, 2005, the WIB approved the allocation of Rapid Response funds to the RWGs to provide required and allowable services regionally as stipulated in the modified State regulations. The Rapid Response monies are discretionary funds and have a one year life span, therefore cannot be carried forward to the RWGs.

The RWGs will provide Rapid Response services to employers and their impacted employees affected by downsizings or layoffs, within the Local Workforce Investment Area (LWIA) by providing planning meetings, assessing lay off aversion strategies, conducting orientations about re-employment services available at the WorkSource/One-Stop Centers, and coordinating of Labor-Management/Workforce Transition Committees and all other required and allowable RR activities as stipulated in the State directives and Federal regulations. Under a memorandum of understanding between the California Employer Support of the Guard and Reserve (ESGR), the WIB, and CSS, the RWGs will also conduct Rapid Response orientations for Guards and Reservists returning from the war in Iraq as the military is considered an employer and impacted employees are eligible for Rapid Response services. CSS will continue to administer the Rapid Response grant and to provide direct services, in coordination with the RWGs, as described herein within the LWIA and the other

LWIAs in the County of Los Angeles in coordination with the seven (7) other WIBs.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence and Organizational Effectiveness.

Performance Measures

Performance measures for the Rapid Response program are aligned with the County Performance Counts! Initiative and include a baseline of 95% of participants rating orientation and workshops as satisfactory or higher and a timely response (within 24 hours) and satisfaction of services to those businesses/organizations in need of Rapid Response service.

**FISCAL IMPACT/FINANCING**

This Board letter redirects \$639,874 of the total grant previously approved by your Board to the Regional Workforce Groups for Rapid Response activities in FY 2004-05 for cities in their joint-powers as well as regionally throughout the Los Angeles County Workforce Investment Area. CSS will retain \$817,953 for its activities. This amount covers Rapid Response costs incurred through January 31, 2005 in the amount of \$339,749 for activities conducted by CSS, and an additional \$478,204 for CSS costs anticipated through the end of FY 2004-05. The expenditures are delineated below and include cost categories of salaries, employee benefits, and services and supplies.

The following describes the new distribution of funds under this grant.

<b>2004-05 RAPID RESPONSE RE-ALLOCATIONS</b>	
<b>RWG Program</b>	
West San Gabriel Valley Consortium dba Career Partners	166,843
H.S. Consortium of the East San Gabriel Valley dba LA Works	176,668
Hub Cities Consortium	145,442
Southeast Area Social Services Funding Authority (SASSFA)	150,921
<b>Subtotal</b>	<b>639,874</b>
<b>CSS Program and other related Costs</b>	
A-C Monitoring	28,016
Technology (Website/Call Center/ Kiosks)	34,264

Vendor Costs	14,000
CSS Internal Program	445,014
CSS Monitoring and MIS	150,876
CSS Administration	145,783
<b>Subtotal</b>	<b>817,953</b>
<b>GRAND TOTAL</b>	<b>1,457,827</b>

There is no impact on the County general fund and funding has been included in the Department's FY 2004-05 Adopted Budget.

### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

Los Angeles County is the State Subgrantee for the Rapid Response program. Los Angeles County is responsible for providing Rapid Response services to employers and their impacted employees that meet the provisions of the WARN Act within the local Workforce Investment. The WARN Act mandates that companies/organizations notify state/local elected officials when downsizings or plant closures result in the displacement of 50 or more employees. The intent of the law is to serve businesses and allow jurisdictions to respond and help mitigate the impact. CSS will continue to provide services to address their needs, in compliance to new State regulations, through the re-allocation of Rapid Response funds. The 2004-05 Rapid Response CSS expenditures total \$817,953; \$339,749 are actuals through January 2005 and \$478,204 is projected through June 2005.

### **RWGs**

The RWGs are joint powers authorities established by various cities within Los Angeles County. These RWGs operate One-Stop Centers which were grandfathered into the Workforce Investment Area by the WIB, in accordance with WIA, which allows the local board (WIB), chief elected official (Board of Supervisors) and the Governor to approve the continuance of one-stop centers in a One-Stop Delivery system established prior to the enactment of WIA. Your Board approved the RWG Agreement that is a nonfinancial agreement between the RWGs, the WIB, and the County. The RWG Agreement provides that an annual subgrant outlining the relevant terms and conditions of WIA funds be awarded to each RWG entering into the agreement. The City of Compton, the fifth RWG, is not recommended for receipt of Rapid Response funds at this time, as they are not in compliance with the performance requirements set forth in the RWG Agreement.

#### A-C Monitoring

A total of \$28,016 in Rapid Response funds will be used for the FY 2004-05 program monitoring costs of the CSS WIA Programs by the Auditor-Controller pilot program as approved by the Board of Supervisors.

#### Technology (Website/Call Center/Kiosks)

A total of \$34,264 in Rapid Response funds will be used to cover the cost of the maintenance of the WorkSource California website for the WIA programs information for business services and job seekers, and for the staffing costs of the call center used by job seekers as a referral to the WorkSource Centers for direct job-related services. CSS has been operating a network of informational kiosks that will phase out by the end of FY 2004-05.

#### Vendor Costs

A total of \$14,000 in Rapid Response funds was paid to vendors for costs incurred prior to October 2004 at which time the State Rapid Response regulations changed to prohibit the use of vendors for Rapid Response workshops.

#### CSS Internal Program

A total of \$445,014 in Rapid Response funds will be used for direct Rapid Response services (i.e. allowable and required activities), Contract Management, Reports and Data Maintenance, and Technical Assistance and Oversight. Rapid Response allowable activities include, but are not limited to: 1) identifying strategies for the aversion of layoffs, 2) devising and overseeing strategies for layoff aversion and incumbent worker trainings, and 3) capacity building activities to provide innovative and successful strategies for serving dislocated workers to other LWIAs. Rapid Response required activities include, but are not limited to: 1) immediate on-site contact with the employer to conduct planning meetings and orientations, 2) assess potential for lay-off aversion, 3) the provision of information and access to unemployment compensation benefits, comprehensive One-Stop system services, and 4) the provision of emergency assistance.

#### CSS Monitoring and MIS

A total of \$150,876 in Rapid Response funds will be used for the staff costs incurred during FY 2004-05 to conduct monitoring findings resolutions to the WIA contractor monitoring reviews performed in FY 2003-04 under the Auditor-Controller Master Agreement. This total includes funds to be used to cover MIS

staff costs incurred for the compilation of client data analyzing reports and performance for the Workforce Investment Board. This data includes individual client activities, such as job training and classroom remediation, as well as client demographic information and client outcome tracking.

### **CONTRACTING PROCESS**

In accordance with the County Charter, agreements for provision of services by the RWGs within the County were negotiated on a non-competitive basis. The RWG Agreement was approved by your Board on June 15, 2004. Although the original Board action did not contemplate allocation of RR funds to the RWGs, this letter seeks authorization to include RR funds in the annual subgrants to four of the five RWGs that entered into the RWG Agreement with the County.

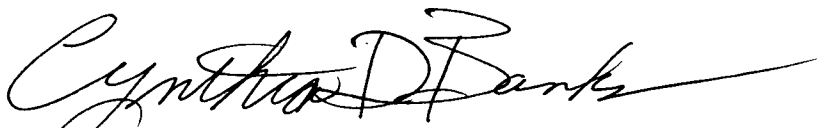
Attachment C provides information about each RWGs status with regard to minority and women-owned business enterprises.

The CAO has reviewed and concurs with the recommended actions. County Counsel has reviewed and approved the attached agreements as to form.

### **IMPACT ON CURRENT SERVICES OR PROJECTS**

The recommended actions will allow for the continued provision of Rapid Response services in FY 2004-05, in compliance with new State regulations, to assist businesses in distress and ensure retention of private sector jobs within Los Angeles County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cynthia D. Banks", with a long horizontal flourish extending to the right.

Cynthia D. Banks  
Interim Director

Attachments (3)

C: Chief Administrative Officer  
County Counsel  
Auditor-Controller  
Executive Officer of the Board of Supervisors

**Attachment A**

**RAPID RESPONSE PROGRAM FY 2004-05 RECOMMENDED ALLOCATIONS**

<b>RWGs (Subgrantees)</b>	
West San Gabriel Valley Consortium dba Career Partners	166,843
H.S. Consortium of the East San Gabriel Valley dba LA Works	176,668
Hub Cities	145,442
Southeast Area Social Services Funding Authority (SASSFA)	150,921
<b>Grand Total</b>	<b>639,874</b>



COUNTY OF LOS ANGELES  
WORKFORCE INVESTMENT ACT  
SUBGRANT AMENDMENT  
*By and Between the County of Los Angeles,  
and «Contractor»*



**WORKFORCE INVESTMENT ACT  
SUBGRANT AMENDMENT**

Subgrant Nos.: CK Adult  
CK DW  
CK Youth  
RR

Modification No.: +

SUBGRANTOR: County of Los Angeles  
Community and Senior Services  
3175 West Sixth Street  
Los Angeles, CA 90020

SUBGRANTEE: «Contractor»

«Address»

«City», CA «zip»

This Subgrant Amendment is entered into by and between the County of Los Angeles through its department of Community and Senior Services, hereinafter the Subgrantor, and the «Contractor» hereinafter the Subgrantee (or "Contractor" for purposes of Exhibit B). The Subgrantee agrees to operate a program in accordance with the provisions of this Subgrant (as amended), the approved RWG Agreement for the above-named RWG service area, the Strategic Five-year Local Workforce Investment Plan for the Los Angeles County Workforce Investment Area, which was approved by the WIB and the Board of Supervisors and filed with the Workforce Investment Division of the Employment Development Department, 800 Capitol Mall, MIC 69, Sacramento, California, pursuant to the Workforce Investment Act (WIA). The Subgrantor desires to modify Subgrant amounts based on Subgrantee's performance and availability of funding, and to amend the following Subgrant exhibits (attached hereto and incorporated herein by this reference) are hereby amended—to reflect, among other things, —changes in services associated with the modification to the Subgrant funding. Except as expressly modified by this Subgrant Amendment, the unaffected terms and conditions of the original Subgrant shall remain valid, binding, and enforceable against the parties.

Funding Detail Chart

Exhibit A, pages + through +

Mandated Program Requirements/Narrative

Exhibit C, pages        through       

Budget

Exhibit D, pages + through 4

WIA Performance Requirements

Exhibit E, pages + through 4

ALLOCATION(S): The Subgrantor agrees to reimburse the Subgrantee not to exceed the amount listed hereinafter "TOTAL."

PRIOR AMOUNT: 0.00

INCREASE/DECREASE: «Total»

TOTAL: «Total»

PURPOSE: To add WIA set-aside funding to the WIA Adult and Dislocated Worker program funds to the RWG's WIA Title I Subgrant for Fiscal Year 2004-2005.

APPROVED FOR SUBGRANTOR

APPROVED FOR SUBGRANTEE

COUNTY OF LOS ANGELES

«Contractor»

By: \_\_\_\_\_

Cynthia Banks

Chief Deputy Director

By: \_\_\_\_\_

\_\_\_\_\_  
Name and Title

APPROVED AS TO FORM  
RAYMOND G. FORTNER, JR.  
County Counsel

By: \_\_\_\_\_

Deputy

# WIA SUBGRANT AGREEMENT FUNDING DETAIL SHEET

Subgrantee: «Contractor»

Exhibit A

Page 1 of 1

Subgrant Nos.: CK Adult

CK DW

CK Youth

RR

Modification No.: \_\_\_\_\_

## ALLOCATION:

FUNDING SOURCE	PRIOR AMOUNT	INCREASE	DECREASE	ADJUSTED ALLOCATION
WIA Adult	0.00	«Adult»	0.00	«Adult»
WIA Dislocated Worker	0.00	«DW»	0.00	«DW»
WIA Youth	0.00			
WIA Rapid Response				
GRAND TOTAL	0.00	«Total»	0.00	«Total»

All references are to the Workforce Investment Act of 1998, Title I, unless otherwise noted. For modification purposes only. All other terms and conditions of this exhibit not included herein remain unchanged.

**WIA SUBGRANT AGREEMENT**  
**MANDATED PROGRAM REQUIREMENTS/NARRATIVE**

Subgrantee: \_\_\_\_\_ Exhibit C

Page 4 of 4

Subgrant No.: \_\_\_\_\_

Modification No.: \_\_\_\_\_

FUNDING SOURCE: WIA Title I Rapid Response

TERM OF THESE FUNDS:

Use of funds added by this modification is limited to the period July 1, 2004 through June 30, 2005, and additionally limited by the recapture provisions applicable to this funding source. The County may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM REQUIREMENTS/NARRATIVE

This is to initiate the Fiscal Year 2004 – 2005 Workforce Investment Act - Title I Subgrant Agreement by incorporating the Workforce Investment Act (WIA) Rapid Response funds.

The Subgrantee shall operate this program in accordance with the approved 200 - 200 Workforce Investment Plan for the Los Angeles County Workforce Investment Area, which was approved by the WIB and the Board of Supervisors and filed with the Workforce Investment Division of the Employment Development Department, 800 Capitol Mall, MIC 69, Sacramento, California.

The Subgrantee shall comply with all State, federal, and local laws, regulations, directives, policies, and WIB approved memorandums of understanding, governing the Rapid Response program.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

~~WIA SUBGRANT AGREEMENT~~  
**BUDGET**

Subgrantee: ~~«Contractor»~~ Exhibit D  
Page 1 of 6  
Subgrant Nos.: CK Adult  
CK DW  
CK Youth  
Modification No.: \_\_\_\_\_

FUNDING SOURCE: ~~WIA Title I Adult~~

BUDGET INFORMATION:

\_\_\_\_\_  
This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

**WIA SUBGRANT AGREEMENT  
BUDGET**

Subgrantee: «Contractor» Exhibit D

Page 3 of 6

Subgrant Nos.: CK Adult

CK DW

CK Youth

Modification No.: \_\_\_\_\_

FUNDING SOURCE: WIA Title I Dislocated Worker

BUDGET INFORMATION:

\_\_\_\_\_  
This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

**WIA SUBGRANT AGREEMENT  
BUDGET**

Subgrantee: «Contractor»

Exhibit D

Page 5 of 6

Subgrant Nos.: CK Adult

CK DW

CK Youth

Modification No.: \_\_\_\_\_

FUNDING SOURCE: WIA Title I Youth

BUDGET INFORMATION:

\_\_\_\_\_  
This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

**WIA SUBGRANT AGREEMENT**  
**BUDGET**

Subgrantee: «Contractor»

Exhibit D

Page 7 of 8

Subgrant Nos.: CK Adult

CK DW

CK Youth

RR

Modification No.:

FUNDING SOURCE: WIA Title I Rapid Response

BUDGET INFORMATION:

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

**WIA SUBGRANT AGREEMENT  
WIA PERFORMANCE REQUIREMENTS**

Subgrantee: ~~«Contractor»~~ \_\_\_\_\_ Exhibit E  
Page 1 of 7  
Subgrant Nos.: CK Adult  
CK DW  
CK Youth  
Modification No.: \_\_\_\_\_

FUNDING SOURCE: WIA Title I Adult

TERM OF THESE FUNDS: \_\_\_\_\_

Use of funds added by this modification is limited to the period July 1, 2004 through June 30, 2005, and additionally limited by the recapture provisions applicable to this funding source. The County may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

WIA PERFORMANCE REQUIREMENTS

**Adult**

\_\_\_\_\_  
This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.



**~~WIA SUBGRANT AGREEMENT~~**  
**~~WIA PERFORMANCE REQUIREMENTS~~**

Subgrantee: ~~«Contractor»~~ \_\_\_\_\_

Exhibit E

Page 3 of 7

Subgrant Nos.: CK Adult

CK DW

CK Youth

Modification No.: \_\_\_\_\_

FUNDING SOURCE: ~~WIA Title I Dislocated Worker~~ \_\_\_\_\_

TERM OF THESE FUNDS: \_\_\_\_\_

~~Use of funds added by this modification is limited to the period July 1, 2004 through June 30, 2005, and additionally limited by the recapture provisions applicable to this funding source. The County may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.~~

~~WIA PERFORMANCE REQUIREMENTS~~

**~~Dislocated Worker~~**

~~This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.~~

**WIA SUBGRANT AGREEMENT  
WIA PERFORMANCE REQUIREMENTS**

Subgrantee: ~~«Contractor»~~

Exhibit E

Page 5 of 7

Subgrant Nos.: CK Adult

CK DW

CK Youth

Modification No.: \_\_\_\_\_

FUNDING SOURCE: WIA Title I Youth

TERM OF THESE FUNDS: \_\_\_\_\_

Use of funds added by this modification is limited to the period July 1, 2004 through June 30, 2005, and additionally limited by the recapture provisions applicable to this funding source. The County may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

**WIA PERFORMANCE REQUIREMENTS**

**~~Older Youth~~**

**~~Younger Youth~~**

\_\_\_\_\_  
This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

**WIA SUBGRANT AGREEMENT**  
**WIA PERFORMANCE REQUIREMENTS**

Subgrantee: «Contractor»

Exhibit E

Page 8 of 9

Subgrant Nos.: CK Adult

CK DW

CK Youth

RR

Modification No.:

FUNDING SOURCE: WIA Title I Rapid Response

TERM OF THESE FUNDS:

Use of funds added by this modification is limited to the period July 1, 2004 through June 30, 2005, and additionally limited by the recapture provisions applicable to this funding source. The County may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

**WIA PERFORMANCE REQUIREMENTS**

The Subgrantee shall comply with all State, federal, and local laws, regulations, directives, policies, and WIB approved memorandums of understanding, governing the Rapid Response program.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

# ATTACHMENT C

## WIA RAPID RESPONSE 2004-2005 Minority/Participation/Ownership of Firms/Agencies/Entities Percent Minority/Women Participation

FIRM / AGENCY/ ENTITY	Ownership	Partnership	Board Members	Staff
H.S. Consortium of the East San Gabriel Valley dba LA Works	N/A	N/A	33%/17%	72%/72%
Hub Cities Consortium	N/A	N/A	20%/0%	100%/80%
Southeast Area Social Services Funding Authority (SASSFA)	N/A	N/A	46%/0%	53%/74%
West San Gabriel Valley Consortium dba Career Partners	N/A	N/A	33%/67%	50%/50%